

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA**

**INDEX TO LOCAL FORMS, CLERK'S INSTRUCTIONS  
AND COURT GUIDELINES**

**LOCAL FORMS**

LF-1	Appearance of Child Support Creditor or Representative (rev. 12/01/03)
LF-2	Declaration of Divisional Venue Pursuant to Local Rule 1073-1(A)(4) (rev. 12/01/02)
LF-3	Application by Individual Debtor to Pay Filing and Administrative Fees in Installments and Order (rev. 07/01/04)
LF-4	Debtor's Notice of Compliance with Requirements for Amending Creditor Information (rev. 11/01/03)
LF-5	Order for Relief in Involuntary Case and Order Setting Deadline for Filing Schedules, Statements and Other Documents (rev. 12/01/03)
LF-6	Order Converting Case Under Chapter 7 to Case Under Chapter 11 (rev. 12/01/02)
LF-7	Order Converting Case Under Chapter 7 to Case Under Chapter 12 (rev. 12/01/02)
LF-8	Order Converting Case Under Chapter 7 to Case Under Chapter 13 (rev. 12/01/02)
LF-9	Order Converting Case Under Chapter 11 to Case Under Chapter 7 (rev. 12/01/02)
LF-10	Order Upon Conversion of Case Under Chapter 12 to Case Under Chapter 7 by the Debtor (rev. 12/01/02)
LF-11	Order Upon Conversion of Case Under Chapter 13 to Case Under Chapter 7 by the Debtor (rev. 02/12/04)
LF-12	Order Converting Case Under Chapter 13 to Case Under Chapter 7 (rev. 02/12/04)
LF-13	Notice to Consumer Debtors of Alternative Chapters (rev. 11/01/03)
LF-14	Notice of Rule 2004 Examination (rev. 12/01/02)
LF-15	Debtor in Possession's Application for Employment of Attorney (rev. 12/01/02)
LF-16	Trustee's Application for Employment of Attorney (rev. 12/01/02)
LF-17	Affidavit of Proposed Attorney for Debtor in Possession (rev. 12/01/02)
LF-18	Affidavit of Proposed Attorney for Trustee (rev. 12/01/02)
LF-19	Order Approving Employment of Debtor in Possession's Attorney (rev. 12/01/02)
LF-20	Order Approving Employment of Trustee's Attorney (rev. 12/01/02)
LF-21	Application for Approval of Employment of Auctioneer (rev. 12/01/02)
LF-22	Affidavit of Auctioneer (rev. 12/01/02)
LF-23	Order Approving Employment of Auctioneer (rev. 12/01/02)
LF-24	Objection to Claims (rev. 12/01/02)
LF-25	Order Sustaining Objection to Claims (rev. 12/01/02)
LF-26	Notice of Deposit of Funds with the U.S. Bankruptcy Court Clerk (rev. 12/01/02)
LF-27	Application to Withdraw Unclaimed Funds (rev. 12/01/03)
LF-28	Affidavit of Claimant (rev. 12/01/03)
LF-29	Order for Payment of Unclaimed Funds (rev. 12/01/02)
LF-30	Order (I) Setting Hearing on Confirmation of Plan; (II) Setting Deadline for Filing Objections to Confirmation; (III) Setting Hearing on Fee Applications; and (IV) Directing Debtor to Serve Notice (rev. 12/01/02)

LF-31	Chapter 13 Plan (Individual Adjustment of Debts) (rev. 07/01/04)
LF-32A	Order (I) Setting Hearing to Consider Approval of Disclosure Statement; (II) Setting Deadline for Filing Objections to Disclosure Statement; and (III) Directing Plan Proponent to Serve Notice (rev. 12/01/02)
LF-32B	Order (I) Approving Disclosure Statement; (II) Setting Hearing on Confirmation of Plan; (III) Setting Hearing on Fee Applications; (IV) Setting Various Deadlines; and (V) Describing Plan Proponent's Obligations (rev. 12/01/02)
LF-33	Ballot and Deadline for Filing Ballot Accepting or Rejecting Plan (rev. 12/01/02)
LF-34	Certificate of Proponent of Plan on Acceptance of Plan, Report on Amount to be Deposited, Certificate of Amount Deposited and Payment of Fees (rev. 12/01/02)
LF-35	Final Report and Motion for Final Decree Closing Case (rev. 12/01/02)
LF-36	Notice of Late Filing of Paper Pursuant to Local Rule 5005-1(F)(3) (rev. 12/01/02)
LF-37	Order Reopening Case to Add Omitted Creditor(s) (rev. 09/16/03)
LF-38	Order Reopening Case to Administer Additional Assets (rev. 12/01/02)
LF-39	Adversary Proceeding Cover Sheet (rev. 12/01/03)
LF-40	Summons and Notice of Pretrial/Trial in an Adversary Proceeding (rev. 12/01/03)
LF-41	Bill of Costs (rev. 12/01/02)
LF-42	Certification of Judgment for Registration in Another District (rev. 12/01/02)
LF-43	Appeal Information Sheet (rev. 12/01/02)
LF-44	Motion to Appear Pro Hac Vice (rev. 12/01/02)
LF-45	Order Admitting Attorney Pro Hac Vice (rev. 12/01/02)
LF-46A	Notice of Hearing (rev. 12/01/02)
LF-46B	Notice of Hearing on at Least 16 Days Notice - Responsive Papers Required (rev. 12/01/02)
LF-47	Certificate of Contested Matter (rev. 12/01/02)
LF-48	Certificate of No Response or Settlement and Request for Entry of Order (rev. 12/01/02)
LF-49	Exhibit Register (rev. 12/01/02)
LF-50	Verification of Qualification to Act as Mediator (rev. 12/01/02)
LF-51	Order of Referral to Mediation (rev. 12/01/02)
LF-52	Notice of Selection of Mediator (rev. 12/01/02)
LF-53	Notice of Clerk's Designation of Mediator (rev. 12/01/02)
LF-54	Report of Mediator (rev. 12/01/02)
LF-55	Summons to Debtor in Involuntary Case (rev. 12/01/02)
LF-56	Summons in Section 304 Ancillary Proceeding (rev. 12/01/03)
LF-57	Writ of Execution to the United States Marshall (rev. 12/01/02)
LF-58(A)	Order Jointly Administering Chapter 7 Cases (rev. 12/01/02)
LF-58(B)	Order Jointly Administering Chapter 11 Cases (rev. 12/01/02)
LF-59	Request for Copies of Archived Case Files from U.S. Bankruptcy Court, Southern District of Florida (rev. 08/31/04)
LF-60	Request to Expedite Appeal (rev. 12/01/02)
LF-61	Proof of Claim (rev. 04/04) <b>Note: Use bar coded form provided with the Notice of Commencement of Case</b>
LF-62	Confirmation Affidavit (rev. 12/01/02)
LF-63AJC	Order Setting Filing and Disclosure Requirements for Pretrial and Trial <b>[for Judge Cristol]</b> (rev. 12/01/03)
LF-63SHF	Order Setting Filing and Disclosure Requirements for Pretrial and Trial for Palm Beach Adversary Proceedings <b>[for Judge Friedman]</b> (rev. 12/01/03)

LF-63PGH/FTL	Order Setting Filing and Disclosure Requirements for Pretrial and Trial <b>[for Judge Hyman]</b> (rev. 12/01/03)
LF-63PGH/WPB	Order Setting Filing and Disclosure Requirements for Pretrial and Trial for Palm Beach Adversary Proceedings <b>[for Judge Hyman]</b> (rev. 12/01/03)
LF-63RAM	Order Setting Filing and Disclosure Requirements for Pretrial and Trial <b>[for Judge Mark]</b> (rev. 12/01/03)
LF-63RBR	Order Setting Filing and Disclosure Requirements for Pretrial and Trial <b>[for Judge Ray]</b> (rev. 12/01/03)
LF-64	Order Conditionally Approving Disclosure Statement and Setting Hearing on Final Approval of Disclosure Statement and Confirmation of Chapter 11 Plan (rev. 12/01/03)
LF-65(A)	Chapter 7 Trustee's Motion to Dismiss Case for Failure by Debtor to Appear at the § 341 Meeting of Creditors (rev. 12/01/02)
LF-65(B)	Order Dismissing Chapter 7 Case for Failure to Appear at the § Meeting of Creditors (rev. 12/01/02)
LF-66	Order Vacating Dismissal and Reinstating Chapter 13 Case (rev. 02/09/04)
LF-68A	Order Confirming Chapter 13 Plan (rev. 04/22/04)
LF-68B	Order Confirming Uncontested Chapter 13 Plan (rev. 04/22/04)
LF-68C	Order Confirming Uncontested Amended Chapter 13 Plan and Notice of Opportunity to Object to Amended Plan (rev. 04/22/04)
LF-69	Application for Compensation for Professional Services or Reimbursement of Expenses by Attorney for Chapter 13 Debtor (rev. 12/01/02)
LF-70	Objection to Claim and Notice of Hearing on Shortened Notice on Objection to Claim (rev. 06/12/03)
LF-71	Reaffirmation Agreement (rev. 12/01/02)
LF-72	Cover Sheet to Accompany Items Submitted for Sealing or in Camera Review (rev. 12/01/02)
LF-73	Notice Pursuant to Florida Statute 77.041 to Defendant of Right Against Garnishment of Wages, Money and Other Property (rev. 12/01/02)
LF-74	Third-Party Summons and Notice of Pretrial/Trial in an Adversary Proceeding (rev. 12/01/03)
LF-75	Agreed Order to Employer to Deduct and Remit and for Related Matters (rev. 09/18/03)
LF-76	Notice of Compliance by Attorney for Debtor with Local Rule 2083-1(B) Claims Review Requirement (12/01/02)
LF-77	Motion to Value Collateral in Plan and Notice of Hearing (rev. 07/01/04)
LF-78	Debtor's Notice of Filing Payroll and Sales Tax Reports (12/01/02)
LF-79	Disclosure of Compensation of Attorney for Debtor (12/01/02)
LF-80	Disclosure of Compensation of Bankruptcy Petition Preparer (12/01/03)
LF-81	Motion for Approval of Reaffirmation Agreement not Signed by Debtor's Attorney and not for Consumer Debt Secured by Real Property (rev. 06/10/03)
LF-82	Subpoena in Adversary Proceeding (12/01/02)
LF-83	Subpoena in Bankruptcy Proceeding (12/01/02)
LF-84	Subpoena for Rule 2004 Examination (rev. 02/13/03)
LF-85	Application for Search of Bankruptcy Records (rev. 12/01/03)
LF-86	Statement of Social Security Number(s) (12/01/03)
LF-87	Statement of Social Security Number(s) of Unclaimed Funds Applicant/Claimant (12/01/03)
LF-88	Archives Request Form (rev. 12/01/03)
LF-89	Summary of Professional Fee Application (07/01/04)
LF-90	Rights and Responsibilities Agreement Between Chapter 13 Debtor and Chapter 13 Debtor Attorney for Cases Filed in the United States Bankruptcy Court Southern District of Florida

LF-91                   (07/01/04)  
Order Establishing Procedures to Permit Monthly Payment of Interim Fee Applications of  
Chapter 11 Professionals (07/01/04)

### **CLERK'S INSTRUCTIONS**

CI-1                   Clerk's Filing Instructions (rev. 07/01/04)  
CI-2                   Clerk's Summary of Fees (rev. 03/08/04)  
CI-3                   Clerk's Instructions to Debtor for Submission of Initial Creditor Matrix and Requirements for  
Submitting Subsequent Amendments (rev. 11/01/03)  
CI-4                   Clerk's Instructions for Electronic Public Access Services (rev. 12/01/03)  
CI-5                   Clerk's Instructions for Deposits Into and Withdrawals from Unclaimed Funds   (rev. 12/01/03)  
CI-6                   Clerk's Instructions for Appeals (rev. 12/01/02)  
CI-7                   Clerk's Instructions for Chapter 11 Cases (rev. 12/01/02)

### **COURT GUIDELINES**

CG-1                   Guidelines for Fee Applications for Professionals in the Southern District of Florida in  
Bankruptcy Cases (rev. 07/01/04)  
CG-2                   Guidelines for Taxation of Costs by the Clerk (rev. 12/01/02)  
CG-3                   Guidelines for Courtroom Decorum (rev. 12/01/02)  
CG-4                   Guidelines for Reimbursement to Chapter 7 Trustees for Costs Without Prior Court Order  
Pursuant to Local Rule 2016-1(A) (rev. 07/01/04)  
CG-5                   Guidelines for Preparing Orders (rev. 03/22/04)  
CG-6                   Guidelines for Compensation for Professional Services or Reimbursement of Expenses by  
Attorneys for Chapter 13 Debtors Pursuant to Local Rule 2016-1(B)(2)(a) (rev. 07/01/04)  
CG-7                   Guidelines for Motions Seeking Authority to Use Cash Collateral and Motions Seeking  
Approval of Pospetition Financing (07/01/04)